

TERMS, CONDITIONS & GENERAL REGULATIONS

PAYMENT:

Full payment is due prior to scheduled date. If paying by check or cash at administration office, there will be a \$30.00 fee for all returned checks. This returned check fee and the required rental payment must be made in cash or by money order.

Make checks and money orders payable to: New Russia Township

CANCELLATION:

A \$50.00 cancellation fee will be withheld from paid rental fees that are eligible for refund. In order for paid rental fees to be eligible for refund, written notification must be received no later than 90 days prior to the scheduled event date. Cancellation by phone must be followed by written notification as explained above.

DAMAGE AND OTHER CHARGES:

All damages will be charged at full replacement cost of the items.

A \$50.00 per hour charge will be charged if **ANYTHING** is left for next-day clean-up. It is difficult for Township Staff to clean properly if another event is scheduled for the day after YOUR event.

CURFEW:

Curfew is MIDNIGHT for the Township Meeting Hall and Community Room and SUNDOWN for the picnic shelters. Clean up must be completed by 1 a.m. including taking down tables, chairs, decorations; turning off lights, taking trash out to dumpster, checking restrooms and locking doors and windows. Leave key in designated spot as instructed by a township representative and lock door on your way out.

PERMITS:

Caterers must have a CURRENT HEALTH BOARD PERMIT and adequate liability insurance coverage determined by the Township Trustees.

If any ALCOHOLIC BEVERAGES are served, it is your responsibility to comply with any and all laws, regulations, and rules set forth by the Ohio Department of Liquor Control and to obtain any permits required by said agency.

Alcohol is NOT permitted in the picnic shelters.

In case of power failure due to OVERLOADING circuits—call one of the Trustees.

No meeting or activity may be conducted on the Township premises which is not open to the New Russia Township elected officials or their designated representative.

HOLD HARMLESS AGREEMENT FOR USE OF TOWNSHIP HALL

New Russia Township shall not be liable for any personal injury or property damage occurring on or to premises or any persons heron resulting from (1) loss of property by theft or burglary, (2) accidental damage to personal or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of the employees of lessee,

whether negligent or otherwise. Lessee shall not make any claim against New Russia Township for any loss or damage described herein.

I hereby declare that I have read and will comply with the Terms, Conditions, and General Regulations set forth in this rental contract. I also declare that no illegal activity will be conducted or permitted on the New Russia Township property during the designated hours.